

OP-22.24, "Post Orders"

## SCDC POLICY

NUMBER: OP-22.24

TITLE: POST ORDERS

ISSUE DATE: February 23, 2016

RESPONSIBLE AUTHORITY: DIVISION OF SECURITY

OPERATIONS MANUAL: OPERATIONS

SUPERSEDES: OP-22.24 (May 1, 2008); (July 1, 2004)

RELEVANT SCDC FORMS/SUPPLIES: NONE

ACA/CAC STANDARDS: 4-ACRS-7B-07, 4-4178, 4-4179

STATE/FEDERAL STATUTES: NONE

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**PURPOSE:** To outline the development of Agency post orders which are designed to specify the duties and responsibilities of security posts located within South Carolina Department of Corrections (SCDC) institutions.

**POLICY STATEMENT:** In order to promote consistent and uniform operations within SCDC, the Division Director of Security will be responsible for the development and publication of Agency Post Orders which are designed to specify the duties and responsibilities for Officers assigned to security posts within the Agency. (4-ACRS-7B-07, 4-4178)

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### 1. GENERAL PROVISIONS:

1.1 The Division Director of Security will be responsible for developing, administering, managing, and publishing all Agency Post Orders defining the specific duties and responsibilities of employees assigned to authorized security posts.

1.2 All Post Orders will be contained within a manual referred to as the South Carolina Department of Corrections Post Orders Manual. The Manual will be published by the Division Director of Security and will be distributed, at a minimum, to the following authorities:

Agency Director	Majors (or Captains at institutions with no Majors)
Inspector General	Branch Chief of Policy Development
Division of Operations	Division of Compliance Standards and Inspections
Wardens	Division of Training and Staff Development
Associate Wardens	Central Classification and Inmate Records

NOTE: An additional manual will be provided to each Warden and will be placed in the Control Room or other designated area at his/her institution to be accessible by all employees. (4-ACRS-7B-07)

1.3 The Agency Director, Deputy Director of Operations, and the Division Director of Security will be the only individuals authorized to grant exceptions to ANY published Post Orders.

1.4 Post Orders are considered confidential and are, therefore, restricted from inmate access.

1.5 Each Warden will be responsible for ensuring that every authorized institutional post has a copy of all applicable Post Orders on hand and that such Post Orders are maintained in a secure location inaccessible to inmates.

1.6 Each Warden will ensure that a signature log is attached to each Post Order, and that employees assigned to the post have signed the log to document that they have read and understand the Post Order(s) prior to accepting the post. For previously assigned posts, if the employee has not assumed the post and signed the Post Order Log within a year, s/he will be required to re-sign the log. (4-4178)

1.7 Photocopies of published Post Orders may be made for distribution to staff for training/information purposes. All copied Post Orders must be marked or stamped "Restricted" prior to distribution.

## 2.DEVELOPMENT, REVIEW, AND APPROVAL OF AGENCY POST ORDERS:

2.1 All Post Orders will be reviewed annually. The annual schedule and review of existing Post Orders will be as follows: (4-4178)

2.1.1 The Division Director of Security will appoint a committee to develop Post Orders and to review all Post Orders at least annually. This committee will consist of, at a minimum, the following individuals: (4-4178)

- Division Director of Security/designee (Chairperson);
- One (1) Associate Warden (Operations);
- One (1) Major (Level III institution);
- One (1) Major (Level II institution);
- One (1) Captain (Level IA institution);
- One (1) Major or Captain (Level IB institution);
- One (1) Lieutenant from each Level Institution (I, II, III) - Three (3) Total; and
- One (1) Major/designee from Division of Training and Staff Development

2.1.2 Annual Review: All responsible authorities, committee members, or designees will review all Post Orders annually. Each Quarter, the Division of Security will send out a systemwide message with the list of Post Orders to be reviewed. The responsible authorities, committee members, or designees will establish a procedure to document this review. Facilities should maintain copies of this documentation in order to document management review files. Any proposed changes must be forwarded through the supervisory chain to the Director of the Division of Security. The Division of Security must receive any proposed changes no later than thirty (30) days after the systemwide message has been distributed concerning specific reviews. If no changes are received by the due date, the current Post Order will be presumed to be acceptable.

2.1.3 Staffing and Publication: If there are no suggested changes or the changes are not substantive, the annual review will be complete, and the policy will not be re-published. If there are substantive changes, the Division of Security will draft a change or a revised Post Order, and submit it to the Deputy Director of Operations for review and comment. The Deputy Director may coordinate the change or revised Post Order through the Office of General Counsel and forward to the Branch Chief of Policy Development to be reviewed for compliance with written Agency policies and procedures. The Branch Chief of Policy Development will return his/her comments to the Division Director of Security/designee so that the Post Order(s) can be placed in an official format for final approval, signature, and subsequent publication. After signature by the Deputy Director of Operations, the change or revised Post Order will be distributed to all institutions and Post Order Manual holders.

2.1.4 Changes at Times Other Than Annual Review: Post Order Committee members may submit a change by sending a memo through the appropriate Warden to the Division of Security. These changes will be coordinated with affected members of the Director of Security's staff. If the Director of Security's staff members recommend the change, it will be submitted through the Director of the Division of Security to the Deputy Director of Operations for review and signature. After signature by the Deputy Director of Operations, the change will be distributed to all institutions and Post Order manual holders (by systemwide message or by interoffice mail).

## 2.2 Maintenance of Agency Post Order Manuals:

2.2.1 Each staff person responsible for a set of Agency Post Order Manuals will ensure that new Post Orders and/or changes are added to the manuals as they become effective and remove and file all deleted or superseded Post Orders as per policy. Members of the Division of Security staff, Division Directors, and Wardens are responsible for developing a system to ensure that new Post Orders and changes are placed in all Post Order manuals, routed to appropriate staff, and/or briefed, as appropriate.

2.2.2 The Division of Security will publish a Table of Contents for each manual and an alphabetical index of all Post Orders at least annually. The staff member responsible for the Agency Manuals will be responsible for making pen and ink changes to the Table of Contents and alphabetical index to show new Post Orders and new changes that are published during the succeeding year.

2.3 Under special circumstances, the Deputy Director of Operations may modify paragraphs 2 through 2.2.2 to expedite the processing of Post Orders determined to be critical to the operation of the Agency (4-ACRS-7B-09, 4-4004)

2.4 All Post Orders will be developed to contain a section labeled, "SPECIFIC INSTITUTIONAL PROCEDURES." Each Warden will be responsible for detailing any duties or responsibilities specific to his/her institution under this section. "Specific Institutional Procedures" will be signed and dated by the respective Warden, reviewed annually, and again signed and dated after each review. If no specific institutional procedures are necessary, a notation to that effect will be signed and dated by the Warden, reviewed annually, and again signed and dated after each subsequent annual review.

2.5 All revised Post Orders will be staffed, reviewed, and approved as is described in Procedure 2.1 through 2.2.2, above. Records of all reviews and revisions of Post Orders will be maintained by the Division of Security according to the Agency's retention schedule.

3. COMPLIANCE AUDITS: The Division Director of Security and the Deputy Director of Operations will be responsible for conducting audits at institutions in accordance with SCDC policies regarding management reviews and will be responsible for reviewing staff compliance with applicable Post Orders. Any problems or noncompliance areas noted will be reported to the Warden in writing so that immediate corrective action can be taken. Wardens will be responsible for reporting on the actions taken to ensure staff compliance or to correct any noted problem areas. Follow-up audits may be conducted within 90 days of the initial audit by the Division Director of Security/designee to ensure that corrective action has been taken.

3.1 Compliance Audit Response and Action: Wardens will be responsible for reporting on the actions taken to ensure staff compliance or to correct any noted problem areas. Follow-up audits may be conducted within 90 days of the initial audit by the Division Director of Security/designee to ensure that corrective action has been taken.

4. OUTSIDE REQUESTS FOR COPIES OF POST ORDERS: Requests from the public or any member of the media for copies of any Agency Post Order must be made in writing and will be processed pursuant to the guidelines contained in SCDC Policy GA-02.04, "Freedom of Information Act Requests."

## 5. DEFINITIONS:

Authorized Security Post refers to any post that has been identified on the Master Post Chart and approved by the Division Director of Security and the Deputy Director of Operations. A listing of each individual institution's authorized posts has been established and distributed by the Division Director of Security.

Master Post Chart refers to a list of all designated security posts.

Post Chart refers to all authorized posts assigned to a specific institution. The name and number of each designated post will correspond directly with the Agency post order title and number.

Post Orders Manual refers to a manual which contains directives that define the duties and responsibilities of employees who are assigned to authorized security posts within the South Carolina Department of Corrections (SCDC). All Post Orders must be in compliance with Agency policies. (4-ACRS-7B-07, 4-4178)

SIGNATURE ON FILE

—  
s/Bryan P. Stirling, Director

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Date of Signature

ORIGINAL SIGNED COPY MAINTAINED IN THE OFFICE OF POLICY DEVELOPMENT.